

TYPICAL LAND USE & PROJECT PERMIT PACKET CONTENTS

(ADDITIONAL ITEMS MAY BE REQUIRED, DEPENDING ON PROJECT)

	BSP	CA	CC	CE	CP	CUP	P	SP	T	V	ZC	ZTA
AGREEMENT TO PAY FEES	X	X	X	X	X	X	X	X	X	X	X	X
APPROACH PERMIT APPLICATION					X		X					
ASSESSOR SEG / AGG. FORM (SC)				X								
BROCHURE - APPLICATION REVIEW PROCEDURES FOR PROJECT PERMITS	X		X			X	X	X	X	X	X	
BROCHURE - COMMERCIAL / INDUSTRIAL BUILDING PERMITS					X							
BROCHURE - SIGNAGE STANDARDS					X		X					
BUILDING PERMIT APPLICATION					X							
CERTIFICATE OF EXEMPTION APPLICATION				X								
CHANGE OF CONDITIONS APPLICATION			X									
CODE VIOLATION INVESTIGATION REQUEST												
COMPREHENSIVE PLAN & DEVELOPMENT CODE AMENDMENT REQUEST		X									X	X
CONDITIONAL USE PERMIT & VARIANCE APPLICATION						X				X		
NOTIFICATION INSTRUCTIONS (Admin. Decision / Type I Projects)	X				X			X	X			
NOTIFICATION INSTRUCTIONS (Public Hearing / Type II Projects)			X			X	X			X	X	
P&CD DEPT. FEE SCHEDULE	X	X	X	X	X	X	X	X	X	X	X	X
PLUMBING & MECHANICAL PERMIT APPLICATION					X							
PRE-APPLICATION CONFERENCE REQUEST	X	X	X		X	X	X	X	X	X	X	X
PRELIMINARY PLAT, SP, & BSP APPLICATION	X						X	X				
RIGHT-OF-WAY (ROW) PERMIT APPLICATION					X		X					
SEPA CHECKLIST	X	X			X		X	X <sup>1</sup>	X		X	
SIGN PERMIT APPLICATION					X		X					
TEMPORARY SIGN PERMIT APPLICATION					X		X					
TEMPORARY USE PERMIT APPLICATION												

1 = USUALLY ONLY REQUIRED ON SHORT PLATS THAT ARE WITHIN LAND THAT WAS PREVIOUSLY PLATTED

ACRONYMS & DEFINITIONS

- BSP - BINDING SITE PLAN
- CA - COMPREHENSIVE PLAN AMENDMENT
- CC - CHANGE OF CONDITIONS
- CE - CERTIFICATE OF EXEMPTION
- CP - COMMERCIAL PERMIT
- CUP - CONDITIONAL USE PERMIT
- P - PLAT
- SP - SHORT PLAT
- T - TEMPORARY USE PERMIT
- V - VARIANCE
- ZC - ZONE CHANGE
- ZTA - ZONE TEXT AMENDMENT

